

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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TO: All Supplemental Nutrition Assistance Program (SNAP) Manual Holders

FROM: Tammy Poppe, Supplemental Nutrition Assistance Program (SNAP) Officer

RE: Supplemental Nutrition Assistance Program (SNAP) Updates

Enclosed is the revised manual material for your Supplemental Nutrition Assistance Program (SNAP) policy manual. Please contact your Regional Policy Specialist if you have questions or concerns about the revisions and clarifications.

Unless otherwise indicated in the text of the manual material all policy in this mailing should be applied to:

1. Applications received in January;
2. Recertifications due in January for February benefits;
3. Six month reports due in January for February benefits; and,
4. Changes reported in January for February benefits (changes are acted on according to households reporting requirements).

BULLETINS STILL IN EFFECT

FS 58	FS 302-1	Eligible Alien Status (Special Immigrants)	04/21/08
SNAP 64	SNAP 104-1	Application Approval or Denial (Initial Month Proration)	09/09/08
SNAP 65	SNAP 602-4	Deductions (Shelter – Utility Allowances Increase)	10/24/08
SNAP 66	SNAP 602-4	Deductions (Shelter – Space Heaters)	12/02/08

BULLETINS TO BE REMOVED

None

REMOVE FROM THE MANUAL

Manual Section	Subject	What/Date
0-1	Table of Contents	Entire Section/10/01/08
601-1	Prospective Budgeting	Entire Section/04/01/08

POLICY CLARIFICATION UPDATES

0-1 Table of Contents

Supersedes FS 0-1 (10/01/08)

Pages 1-4 - Updated section according to manual revisions.

601-1 Prospective Budgeting

Supersedes FS 601-1 (04/01/08)

Pages 5-6 - Replaced 13 week budgeting method with rate/unit/frequency method.

Page 6 - Added more information about prorating over the period intended to cover.

Pages 8 -12 - Added examples using the rate/frequency/unit method.

Page 13 - Corrected example to say that all discovered changes must be acted on.

Page 14 - Added note to say the OPA Case Manager will use the factored income from the FMA budget sheet in CHIMES as the appropriate income entry in TEAMS for SNAP.